



**MINISTRY OF SOCIAL
DEVELOPMENT**

TE MANATŪ WHAKAHIATO ORA

18 DEC 2015

Mr Andrew Crow

fyi-request-3023-9289f633@requests.fyi.org.nz

Dear Mr Crow

On 20 October 2015 you emailed the Ministry requesting, under the Official Information Act 1982, the meeting minutes of the most recent project meeting regarding 56 The Terrace. You also requested information regarding the building standard of Unisys House.

The target of a 100 per cent New Building Standard (NBS) was part of the business case prepared by the Property Management Centre of Expertise. As noted in our response to you of 19 October 2015, the building needed to undergo significant refurbishment by its owner including the connection of the adjacent rebuilt Aurora Chambers to Unisys House. A Development Agreement was negotiated over a 12 month period with detailed building performance specifications.

During the negotiation of the Development Agreement with the owner, it was agreed that the proposed structural integrity of the development would be to a minimum of 90 per cent of the NBS, which was considered to be an acceptable level for the refurbishment of a building of this age and construction type as certified by the Ministry's contracted building services engineers. Note that the building owner is targeting 100 per cent NBS for the Aurora Chambers and the car park as the original structure was demolished and is being rebuilt. The Ministry's contracted building services engineer also confirmed that the provisions are well suited and appropriate to accommodate a government department.

Please find enclosed the meeting minutes for the Project Steering Committee dated 22 September 2015. The meeting was held to discuss a proposal for a secure workplace policy and a moratorium on the purchase of large assets at the Bowen Street Campus.

Note that some information is withheld under section 9(2)(a) of the Official Information Act in order to protect the privacy of natural persons. The need to protect the privacy of these individuals outweighs any public interest in this information.

Some information is withheld under section 9(2)(f)(iv) of the Official Information Act as it is under active consideration. The release of this information is likely to prejudice the ability of government to consider advice and the wider public interest of effective government would not be served.

Some information is withheld under section 9(2)(b)(ii) of the Official Information Act as, if released, would be likely to prejudice the commercial position of the person who supplied or who is the subject of the information. The greater public interest is in ensuring that the commercial position can be maintained.

Some information is withheld under section 9(2)(g)(i) of the Official Information Act to protect the effective conduct of public affairs through the free and frank expression of opinions. I believe the greater public interest is in the ability of individuals to express opinions in the course of their duty.

I hope you find this information regarding 56 The Terrace helpful. You have the right to seek an investigation and review of my response by the Ombudsman, whose address for contact purposes is:

The Ombudsman
Office of the Ombudsman
PO Box 10-152
Wellington 6143

Yours sincerely

A handwritten signature in black ink, appearing to read 'Merv Dacre', is written over a horizontal line.

Merv Dacre
Associate Deputy Chief Executive, Organisational Solutions



minutes

56 The Terrace Project Steering Committee

Date: 22 September 2015 Time: 2.00 to 3.30pm

Venue: DCE Boardroom, TB8 Meeting No: 8-15

Attendees: Merv Dacre (Chair), Bruce Simpson, s 9(2)(a) Privacy of Natural Persons, Liz Jones, Melissa Gill, Paul Jenkins, s 9(2)(a) Privacy of Natural Persons

s 9(2)(a) Privacy of Natural Persons
Vaughan Crouch

s 9(2)(a) Privacy of Natural Persons
Janet Green, Nadine Kilmister

s 9(2)(a) Privacy of Natural Persons

Supported by:

External guests:

Confirmation of previous minutes and any matters arising:

Confirmation of the meeting's agenda:

Confirmed

Review of Action Points:

AP065: Paper proposing a Secure Workplace Policy is being developed by Information Services. s 9(2)(a) Privacy of Natural Persons to meet with Merv Dacre regarding status of the draft. Action point carried forward.

AP066: s 9(2)(a) Privacy of Natural Persons reported that LT had approved a moratorium on purchasing of large assets at Bowen Campus in the lead up to the relocation. Implementation of the moratorium and the approvals process required for any exceptions is being drafted with input from NAC and Finance. Approval of special requests is likely to be at DCE level for the business group and will then be referred for approval by Manager, Campus Services. Action point updated and carried forward.

AP075: s 9(2)(a) Privacy of Natural Persons would be presenting at the session today. Action point closed.

AP076: Concept glazing and signage design package had been distributed to the P&C and s 9(2)(a) Privacy of Natural Persons would talk to the paper later in the session. Action point closed.

AP077: had met with Phil Archer and Bruce Simpson to clarify the financial query relating to the July budget report. The issue was due to whether it was an accrual in period 12 or an actual in period 1. Action point closed.

s 9(2)(f)(iv) Active Consideration

Item 4.1

Monthly Report s 9(2)(a) Privacy of Natural Persons

Action/Decision Point

provided an update on the progress of the project. (Key points advised were:

s 9(2)(f)(iv) Active Consideration

- The programme is on track. Revised dates have been agreed regarding the later completion of Aurora East building to allow early access for SHF works to the west side of Aurora with no change to the target handover in July 2016. A revised Gantt of the programme will be issued.
- Handover with the base building team and sign offs are being made on time with very few issues being raised at inspection stage. Removal of the asbestos has been slightly delayed with completion expected mid to late September. The delay has no impact on the SHF works programme. SHF construction works were underway on levels 9, 10, 11 and 12.
- Budget allocation for commissioning a Maori artwork will be discussed further with LT on 5 October.
- Initial relocation scoping is nearly completed and existing storage details are being collected which will be used to inform the storage specification stage. The RFQ for storage is due to be issued in October.
- Kiwi had advised the new buildings would be named the Aurora Centre. 56 The Terrace would continue to be used as the project reference.
- The two issues and actions to address these were noted. The ownership of assets issue will be closed as the moratorium on purchasing at Bowen Campus has been approved. Activities around this will continue to be monitored.

s 9(2)(a) Privacy of Natural Persons advised that a conflict of interest form had been developed with input from EPMO. This would be circulated to committee members and would be a standing item at future meetings.

Item 5.1

Financial Report

Action/Decision Point

§ 9(2)(a) Privacy of Natural Persons talked to the financial report for August. It was identified that the incorrect budget report had been distributed.

The project forecast underspend was now \$1.54m. There was an overall \$3.21m project forecast underspend including the contingency.

The soft fitout (SF) plan was being developed with RFG's issued to the Common Capability Furniture Panel. Total SF budget will be reforecast for the next committee meeting.

Two IQA engagements are now provided in the FY 15/16 at § 9(2)(b)(ii) Commercially Sensitive

Post meeting note: the correct budget report was circulated.

Item 6.1

Risk Register § 9(2)(a) Privacy of Natural Persons

Action/Decision Point

A meeting had been held with § 9(2)(a) Privacy of Natural Persons, Risk and Assurance for advice on the risk management approach. § 9(2)(a) Privacy of Natural Persons summarised some of the suggestions, eg only report monthly on mitigating actions that have been taken, acceptance of risk and no rewording of risk description.

Melissa Gill outlined an approach that she had worked with successfully. The full risk register was maintained and reviewed by the project team but reporting to the steering committee was only for risks with an inherent risk rating of High or above and also those risks with a residual risk rating of High or above. Any new risks that were identified during the month would also be reported to the committee. The Steering Committee agreed to take this approach and five risks were reviewed as follows:

AP080: Risks that are of an inherent risk rating (high or above) from the technology workstreams will be reported by the Chair of the Technology Sub-Committee.

- Risk 1: accepted. Noted that the risk would end effective from 13 October 2015.
- Risk 23: accepted. No change. § 9(2)(a) Privacy of Natural Persons
- Risk 9 and 10: accepted. § 9(2)(a) Privacy of Natural Persons advised that the risks within the technology workstreams were due to be reviewed at the next Technology Sub-Committee meeting.
- Risk 11: Merv Dacre requested more time to be allowed at the next steering committee meeting to explore this risk.

AP081: Project Steering Committee to review risk 11 – Leadership in more detail at the next meeting.

Item 7.1

Technology Sub-Committee Report

Action/Decision Point

§ 9(2)(a) Privacy of Natural Persons talked to the paper and report from the Technology Sub-Committee. No matters of concern for any of the workstreams. It was advised that:

§ 9(2)(a) Privacy of Natural Persons

Out of Scope

Item 8.1

IQA report

s 9(2)(a) Privacy of Natural Persons talked to the paper and report from KPMG.

The recommendations and management response were discussed. Progress would be monitored against the tracking report and updates provided to the PSC each month.

s 9(2)(a) Privacy of Natural Persons

advised that the recommendation to carry out a cost impact of the risks did not align with Ministry practice. Advice from Risk and Assurance was sought and it was agreed not to proceed with the cost impact assessment. Melissa Gill recommended that the reasons for the Ministry' approach be documented.

The Steering Committee was asked to endorse the report.

Item 9.1

National Office Headcount – August 2015

s 9(2)(a) Privacy of Natural Persons

tabled a paper and graph of the initial findings from the headcount. There had been a good response and only six responses were outstanding. The data is being cleansed and analysed with initial findings of around 2,120 Ministry staff based at Bowen campus. This excluded the EAP numbers which accounts for 20 to 30 workstations.

It was noted that the project staff component of 506 versus BAU staff needed to be explored, eg what is classified as a project, size, duration.

s 9(2)(g)(i) Free and Frank Advice

Merv Dacre would inform LT of the findings.

s 9(2)(f)(iv) Active Consideration

Action/Decision Point

AP082: s 9(2)(a) Privacy of Natural Persons

document the Ministry' reasons for rejecting the cost impact recommendation.

DP019: The Project Steering Committee endorsed the IQA 15% Project Progress Review report.

Item 11.1

Glazing and Signage toolkit

§ 9(2)(a) Privacy of Natural Persons linked to the paper outlining the glazing design options, icon designs and application guidelines.
The Steering Committee endorsed the toolkit for submission to LT McGuinness for pricing.

DP020: The Project Steering Committee approved the toolkit for submission to LT McGuinness for pricing.

Item 12.1

Information Services presentation

§ 9(2)(a) Privacy of Natural Persons Information Services joined the meeting tabled a progress update report on the National Office Recordkeeping Improvement Programme.

§ 9(2)(a) Privacy of Natural Persons

§ 9(2)(g)(i) Free and Frank Advice

OFFICIAL INFORMATION ACT

actionpoints

56 The Terrace Project Steering Committee

Status as at: 22 September 2015

Date Initiated	Meeting No.	Action Point	Status	Due	Responsibility
19 May 15	4-15	065 and Merv Dacre to discuss the paper being prepared by Information Services on a Secure Workplace Policy.	Open	20 October 15	Merv Dacre
22 Sep 15	8-15	080 Risks that are of an inherent risk rating (high or above) from the technology workstreams will be reported by the Chair of the Technology Sub-Committee.	Open	20 October 15	s 9(2)(a) Privacy of Natural Persons
22 Sep 15	8-15	081 Project Steering Committee to review risk 11 on Leadership in more detail at the next meeting.	Open	20 October 15	Merv Dacre
22 Sep 15	8-15	082 to document the Ministry's reasons for rejecting the cost impact recommendation.	Open	20 October 15	s 9(2)(a) Privacy of Natural Persons
22 Sep 15	8-15	083 to update the proposed Guiding Principles to reflect the cost approach and distribute to the Project Steering Committee for feedback.	Open	20 October 15	
22 Sep 15	8-15	084 Merv Dacre, s 9(2)(a) Privacy of Natural Persons to meet and explore resourcing options for the Information Services recordkeeping improvement programme at National Office.	Open	20 October 15	